**Sobell House Hospice Charity**

**Job Description**

**Post**: Community Fundraiser **Directorate:** Fundraising

**Reporting to:** Corporate & Community Partnerships Manager

**Supervisory responsibilities:** None

**Hours of work:** 22.5 hours per week **Annual leave:** 33 days pro-rata including bank holidays

**This position is subject to a six-month probationary period.**

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**Main Purpose**

To build and develop fundraising relationships in the Oxfordshire community by providing excellent stewardship and support to our Community Ambassadors, local community groups, volunteers and key supporters in order to increase income and deliver the agreed fundraising strategy.

**Main Duties of the post**

* Maintain and develop our Community Ambassadors programme;
* Provide excellent stewardship, on-going support and motivation to our Community Ambassadors;
* Provide support to existing 'in aid of' supporters, encouraging repeat or on-going activity;
* Proactively seek new 'in aid of' supporters in the local community;
* Promote Sobell House fundraising activities to new supporters including schools/ universities and clubs;
* Build relationships with local community groups, memberships and associations, giving talks where possible to encourage their support and adoption of Sobell House;
* Represent the charity confidently in a range of formal and informal settings;
* Provide excellent supporter service to enquiries from members of the public, via phone, mail and in person, encouraging their support;
* Build relationships with the local media including press, radio and digital, to gain coverage for Sobell House;
* Proactively use the fundraising database to develop and manage supporter relations in accordance with agreed protocols;
* Build relationships with Sobell House’s retail staff and volunteers, supporting their initiatives;
* Work with hospice staff, to increase awareness of and support for Sobell House fundraising activities;
* Maintain a good, up to date working knowledge of fundraising legislation and trends within the sector;
* Promote the Sobell House legacy message to supporters;
* Manage public collections and our collection tin campaign throughout the year;
* Contribute to and deliver against annual budgets, targets and plans for income, monitoring on-going performance;
* Provide the Director of Fundraising & Communications with a monthly fundraising update;
* Provide your line manager with timely updates on progress against plans;
* Ensure that accurate, up to date financial and supporter records are maintained and are accessible;
* To demonstrate commitment to Sobell House aims and values which are:
 Compassion, Accountability, Excellence and Positivity;
* To fully participate in, and make use of, staff and team meetings and supervision;
* To assist in other areas of Sobell House’s work when appropriate.

**Qualifications/Training**

Essential:

* Five GCSE’s (grade C or above) or equivalent, including English and Mathematics
* Excellent verbal and written communication skills;
* Excellent IT skills including MS Word, Excel, Outlook together with experience of databases and database interrogation.

Desirable:

* Educated to A level standard or equivalent;
* Membership of relevant fundraising organisations;
* Holds a relevant professional qualification such at the CIoF Certificate in Fundraising.

## Personal Specification

Essential:

* Has raised funds in a community setting on a paid or voluntary basis or has worked in a related discipline (e.g. PR, marketing, sales, project management etc);
* Has provided fundraising ideas and advice to supporters;
* Experience of setting and working to budgets, targets and plans;
* Experience of co-ordinating collections;
* Has engaged different audiences in fundraising activity e.g. schools, community groups etc;
* Able to provide good stewardship to supporters;
* Excellent interpersonal and networking skills;
* Good communication and presentation skills;
* Able to build and maintain good working relationships with people;
* Able to prioritise, plan and organise own workload;
* Able to work to targets, plans and budgets;
* Good IT skills including word processing, email and data recording/database use;
* Works well in a team, including volunteers, fundraisers;
* Creative and excited to offer up new and original ideas for involving communities in fundraising;
* In-depth knowledge of fundraising principles, methods and procedures;
* Awareness of how to motivate and support volunteers, supporters etc;
* Knowledge of fundraising operational procedures (e.g. health and safety, financial, volunteer etc).

Desirable:

* Experience of community fundraising;
* Experience of event and activity coordination;
* Experience of managing volunteers.

**Other Requirements**

* Car owner/driver
* Holds full UK driving license
* Able to work frequent evenings and weekends as required
* Demonstrable literacy and numeracy